

The Planning Commission for the City of Junction City met on Wednesday, February 18, 2015 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

PRESENT WERE: Chair, Jason Thiesfeld, Commissioners, Jack Sumner (Vice-Chair), James Hukill, Jeff Haag, Ken Wells and Sandra Dunn; Alternate, Stuart Holderby; City Planner, Jordan Cogburn and; Planning Secretary, Tere Andrews; **ABSENT:** Planning Commission Alternate, Kevin Cross.

I. OPEN MEETING AND REVIEW AGENDA

Chair Thiesfeld opened the meeting at 6:30 pm and led the Pledge of Allegiance.

II. PUBLIC COMMENT (FOR ITEMS NOT ALREADY ON THE AGENDA)

There were none.

III. APPROVAL OF MINUTES

• **JANUARY 20, 2015**

Motion: Commissioner Hukill made a motion to approve the January 20, 2015 minutes as written. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Holderby, Hukill, Haag, and Wells voted in favor.

IV. PLANNING COMMISSION VACANCY

Planner Cogburn reviewed the agenda item and applications for the vacant Planning Commission seat.

Motion: Commissioner Hukill made a motion to recommend to the City Council the appointment of Planning Commission Alternate, Holderby to the vacant Planning Commission seat. Commissioner Sumner seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Holderby, Hukill, Haag, and Wells voted in favor.

Motion restated:

Motion: Commissioner Hukill made a motion to recommend to the mayor the appointment of Planning Commission Alternate, Stuart Holderby to the vacant Planning Commission seat. Commissioner Sumner seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Holderby, Hukill, Haag, and Wells voted in favor.

V. DISCUSSION: COMMISSION AND COMMITTEE APPLICATION PROCESS

Planner Cogburn reviewed the application advertising and review process as set forth in Junction City Municipal Code, Chapter 2 and Resolution 1013.

The Commission held a discussion regarding the advertising process and the ability of the Mayor to change the procedure. Commissioners Sumner and Haag felt the Commission should make a request of the Mayor to fill the current vacancy without the 60 day advertising period. It made sense to move an Alternate to the regular seat without posting notice of a vacancy. A question arose would it be possible for all terms to be four (4) years rather than appointment to fill an unexpired term.

It was noted the composition of the Commission membership as a whole allowed for two members to live outside the city limits and urban growth boundary but inside the 97448 zip code. However, the make-up of the voting members during any given meeting did not contain this standard. The question was raised, could an Alternate also live outside city limits and urban growth boundary but in the 97448 zip code, since they would only be a voting member if a Commissioner was absent.

Commissioner Wells felt the composition of the membership as stated in the by-laws created a good mix.

Consensus: The Commission consensus was to direct staff to take to Council a request that when a regular Planning Commission seat became available the Alternate would move into that seat and the Mayor waive the posting requirements.

To address the concern of a lengthy application process and term limitations, Planner Cogburn offered to bring back, to the next available meeting, possible alternatives to amend the Planning Commission by-laws in regard to membership and voting and Mayoral appointments.

VI. DISCUSSION: PLANNED UNIT DEVELOPMENTS

Planner Cogburn reviewed the Planned Unit Development (PUD) process. Chapter 17.65 of the municipal code set standards and review provisions for planned unit developments. It was noted an application for a PUD would come

before the Planning Commission in the next few months, possibly at the March 18, 2015 meeting.

The subject site of the PUD was currently designated and zoned Residential Mix. The Comprehensive Plan required the site be re-designated and rezoned to one acre High Density Residential, nine acres Medium Density Residential and the remaining acreage Low Density Residential.

A discussion ensued about the 'eyes on the street' program and that it was possibly more stringent than necessary. Staff was asked to add the topic to the future agenda items list (Work plan).

VII. PLANNING ACTIVITY REPORT

Planner Cogburn reviewed the Planning Activity report with the Commission.

VIII. COMMISSIONER COMMENTS

Commissioner Haag requested a zoning map for the Council Chambers.

Commissioner Sumner asked if a meeting date had been set for the Transportation System Plan Task Force.

Planner Cogburn replied a date had not been set.

Commissioner Holderby said per the By-Laws, the building official was an ex officio member of the Commission, yet he had never seen the building official at a Planning Commission meeting.

VIII. ADJOURNMENT

Motion: Commissioner Hukill made a motion to adjourn the meeting. Commissioner Sumner seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Holderby, Haag, Wells and Hukill voted in favor.

The meeting adjourned at 7:51p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday, March 18, 2015 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Chair